



Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004

F. No. Pr.CCIT/4(3)/Estt/2020-21

Date:03/09/2020

Sub: Establishment – I.T. Department, Hyderabad – **Transfers and Postings of Addl. /Joint Commissioners of Income Tax – orders – Issue of – regarding.**

ORDER NO. 22:

The transfers and postings of the following **Addl. /Joint Commissioners of Income Tax** are hereby ordered with immediate effect and until further orders.

SL. NO.	Civil Code	Name & designation of the Officer Sri /Smt/Ms.	Transferred To
1	01026	M N Murthy Naik, Addl.CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 3(1),Hyderabad
2	05518	Rajat Mitra, Addl.CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 3(4), Hyderabad
3	08509	Nilanjan Dey, JCIT	Joint Commissioner of Income-tax (ReAC) (Assessment Unit)- 4(1), Hyderabad
4	04103	Kiran Katta, Addl. CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 4(2), Hyderabad
5	03055	Esther Ninghauvung Hanghal, Addl. CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit) 4(3), Hyderabad
6	07568	A C Rout, Addl. CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 4(4), Hyderabad
7	99033	S Murali Mohan, Addl.CIT	Addl. Commissioner of Income-tax (ReAC) (Review Unit)- 1(2), Hyderabad
8	07002	U Mini Chandran, Addl. CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 1(1), Vishakapatnam
9	04046	B Satyanarayana Raju, Addl. CIT	Addl. Commissioner of Income-tax (ReAC) (Assessment Unit)- 1(2), Vishakapatnam

2. The above referred order is being passed in accordance with the recommendations of the Local Placement Committee.

3. Officers whose names are mentioned in this order are required to submit the pendency of significant actions (as per template attached) and ensuring hand over of seized/impounded documents to the relevant Residuary Range Head for their erstwhile Range before they relinquish their earlier charges.
4. All the above mentioned officers should assume the charge immediately.
5. This is issued with the approval of Pr.CCIT, AP & TS, Hyderabad.
6. Hindi version follows.



(PEEYUSH SONKAR)

Commissioner of Income Tax (Admn. & TPS),
Hyderabad.

Copy to:

1. The Officers concerned.
2. The Pr. DGIT(Inv.), Hyderabad and all the CCsIT, AP & Telangana Region
3. All the Pr.CsIT/CsIT/Pr.DsIT/DsIT in AP & Telangana Region.
4. The AD(OL), Hyderabad for preparation of Hindi version.
5. The Secretary, IRS Officers Association
6. The Secretary, ITGOA, AP & TS Unit
7. The ZAO, CBDT, Hyderabad,
8. The Stock file/Personal file/Data Base File.
9. All the Sections in Pr.CCIT's Office in Hyderabad.

Template for Handing Over Note

The Assessing Officers should prepare a **detailed Handing-Over Note** containing all the time-barring actions including the following areas of work:

- (i) Scrutiny Assessments of all categories with date on which the assessment is getting barred by limitation(Time-barring date)
- (ii) Penalties of all categories
- (iii) Retention of books/documents
- (iv) Various Registers maintained in the respective Circle/Ward with status of updation
- (v) Survey Folders and status of submission of preliminary and final survey reports to higher authorities
- (vi) Dossier reports/folders
- (vii) RAP/IAP objections including status of remedial action

- (viii) Status of pending Scrutiny Reports on CIT(A)/ITAT/High Court orders
- (ix) Status of pending rectification applications and consequential orders
- (x) Status of pending grievances in E-nivaran and CPGRAMS
- (xi) Status of Action Plan Targets in respect of various areas of work as per Central Action Plan
- (xii) Report called for by the Pr.CCIT(vide letter dated 7.7.2020) with regard to Cases identified for Vivad-Se-Viswas Scheme.
- (xiii) Information received from various Directorates of the department and Other Offices including status of action taken/to be taken on such information.
- (xiv) Any other matter pending in the respective Circle/Ward which needs to be brought to the notice of the incumbent officer.
- (xv) Details of prosecution cases – Launched, proposals pending & compounding.
- (xvi) Number of pending cases U/s.263, 264
- (xvii) TRC's pending with TRO
- (xviii) Disciplinary cases pending & Court cases pending.